



September 25, 2012 FLITE Advisory Council Meeting Minutes

Present: Scott Garrison, Leah Monger, Rick Bearden, Josie VanAvery, Randall Schroeder, Lyle Mourer Jr., David Scott, Kristy Motz

Chairperson: Scott Garrison

Topics

University Curriculum Committee PCAF process – Kristy

Kristy reported that the current revision of the UCC (University Curriculum Council) manual could allow FLITE to become more involved with PCAF (Preliminary Curriculum Approval Form) proposals. She suggested that at this point, FLITE might want to be involved at the PCAF ground level in the process for new proposals and curriculums. She distributed a page of the PCAF approval form and the PCAF weblink, suggesting the library could be added to number sixteen of the process.

Scott expressed interest with increasing FLITE's profile and would like to receive communication from the Provost's office throughout the process. Scott plans to inquire with Paul Blake about the notification of new proposals or curriculums.

Rick noted we need more information on the 290 and 490 classes so our faculty knows there will be an inquiry on the new classes or at least notification of those classes.

Action: Scott will ask Paul Blake to notify him when he signs off on a PCAF.

Institutional Review Board & Use of PILOT – Kristy

Kristy noted it would be helpful to the PILOT information literacy tutorial if we could store student demographic information from the assessments. She noted concern had been expressed about whether storing this information in the PILOT database would be a matter for the IRB. She has recently heard of many issues concerned with moving through the IRB process, and noted a University Wide Notice had just been posted about upcoming changes within the IRB.

Scott noted that we need to stay in touch with Karen Strasser on the FSU Institutional Review Board or IRB. The IRB application process will change and there will be a training program in place by March, 2013.

Randall discussed concerns about whether the IRB would need to be involved with students taking PILOT.

Scott noted that it would be helpful if students who took PILOT can be differentiated from those that did not take PILOT both in individual scores and aggregates.

Rick noted we could continue to gather data in a matter that would be helpful but also not be ominous.

Kristy suggested we should initiate the process now. She would like the PILOT program to be expanded later to an advanced level as well.

Scott noted concerns that FLITE will not be keeping only aggregated information, but scores attached to the individual students.

Scott discussed continuing along the path of working with FCTL regarding PILOT.

Scott noted he would like Karen to talk to the PILOT team with Stacy Anderson as the contact liaison.

Action: Scott would like to discuss this further with Paul Blake or Karen Strasser. He would like us to demonstrate that PILOT is making a difference. Scott will suggest to Karen Strasser to discuss this issue the IRB as well as with FLITE personnel.

Randall will ask Stacy to contact Karen Strasser (administrator over the IRB) to talk about the IRB and PILOT.

FLITE Fact Book

Leah noted that the Fact book needs to be updated because information is inaccurate at this date and it is not only available within Ferris but also on the internet. She stated that Carrie Franklund who is the Ferris institutional researcher has inquired with FLITE about updating the Ferris Fact Book. The deadline is October 3, 2012.

Scott would like more data gathered like people numbers such as instruction facilitated to students, usage of the library, how many students were in the FSUS classes and instructed by faculty at FLITE, etc.

Rick noted that the number of hits on the web page might be a significant fact to include.

Kristy suggested that the library have a presence in face book as a social media.

Action: Scott will forward the FLITE statement around for input to make it stronger as well as give a clearer picture of the library. Scott would also like to incorporate an annual report of FLITE.

Kristy will provide some statistical numbers of FLITE instruction for the deadline.

Rick will gather data from Google analytics for the average of numbers to provide for the Fact book.

Rooms for Rankin Downtime

Scott noted that Fritz would like some rooms at FLITE to be available at the time of renovation. Scott would like to help Rankin with providing rooms while Rankin is renovated. Scott noted the potential of rooms 438/442/446. Scott would like to make as many spaces in FLITE available to groups across campus.

Lyle noted some difficulty with patrons when booking a room when the calendar has not been checked for availability. Lyle communicates with patrons by telephone but most often through email.

Rick suggests that a change is needed to allow easy access with checking the room availability so patrons can check before they make their room request. He suggests that he and Lyle should brainstorm to find a solution to the room availability system. He would like to gather efficient data regarding the rooms for Scott so he can make decisions based on reality.

Scott would like to make as many spaces available to as many occupants of the many offices across campus affected by the Rankin Center renovation and continue to improve our room management system.

Randall noted that the rooms needed for the instruction group should take priority and Scott agreed.

Scott noted that Mathew Adeyanju has a grant consultant visiting Ferris and needs a seminar room for about 50 people. Scott suspects the Reading room might be adaptable and would like Mathew to schedule a visit to FLITE to look at the room.

Lyle suggested the tables should be moved by physical plant if the Reading room is chosen.

Randall noted that power point presentations are challenging in that room.

Action: Randall will forward information to Scott regarding proportion data of booked rooms.

On deck for future meetings:

- * moving forward on reconfiguring and filling Chris Jacobs' former position
- * discussion of how to address Rod and Bill's positions long-term
- * assessment of last year's reorganization. What has gone well? What needs to be revisited? What remains unfinished?
- * managing building partner relationships
- * cafe logistics
- * vision/mission/values/strategic planning

Next Meeting
October 17, 2012, 2:00-3:00 p.m.

Respectfully submitted by Josie VanAvery